



Validation Account Set Up

To get started companies may sign up and manage their accounts at:


<https://ppprk.com/apps/validation/#dashboard>


# Getting Started

## Initial Setup:

- From the sign in page click on **Sign Up** at the bottom of the screen

Sign In

Email Address

Password

Sign In

Reset


Forgot Password


Sign up


## Sign Up Page:

- Enter the Contact Name, email address and create a password for the new account
- Click **Sign Up** once completed

### Sign Up

Your Name

Email Address

Password

Sign Up

Reset

[Back](#)

## Business Information Page:

- Enter the Business Name, Business Description and optional URL for the Business Logo
- Click **Update** once completed

Set up your account

Business Information

Name

Description

Please enter a few words about your Business in less than 280 characters

Logo URL

[optional] a url that contains a public image file

Update

Close

## Business Address

- Enter the Business Address in the Address Fields
- Click **Update** once completed

Set up your account

Address Settings

Address

City

State

Alabama - AL ▼

Zip

Update

Reset

## Payment Method Settings

- Enter the Credit Card number, Name associated with the Credit Card and Expiration Date in the payment information fields
- Click **Save** once completed

Set up your account

### Payment Card Settings

Card Number

Name as on Card

Expiry Date

2018-06

Save

Reset

## Applying Initial Funds to Account

- Enter the amount desired to initially fund the validation account *\*Minimum of \$50 required*
- Click **OK** once completed
- A confirmation message will appear on the screen once successfully loaded

Set up your account

Recharge Account

Deposit Amount

\$

50

Ok

Reset



Close the browser window and open a new session using the URL:


<https://ppprk.com/apps/validation/#dashboard>


# Sign In to Account

## Initial Setup:

- From the sign in page, enter the email address and password created for your account and click on **Sign In**. \* For the first initial sign in or if you do not remember your password click on *Forgot Password* at the bottom of the screen and a password reset email will be sent to the email address on file

### Sign In

Email Address

Password

Sign In

Reset

Forgot Password

Sign up

# Setting up New Validations

- Select **Manage Validations** from the left hand menu
- Select **New Validation** Button
- Enter a name for this validation type
- Enter the total amount allowed to be discounted
- Select **Multi Use Validation** if allowing multiple users to use the same one-time use validation code
- Select **Stackable** if allowing this validation code to be used with other validation codes
- Check the box labeled **Never Expires** if you do not wish to have an expiration date tied to this validation. If unselected enter the number of days/hours/minutes that the validation code is valid for
- If you wish to allow multiple users to generate new validations code for this validation type, click on **Advanced Settings** and select the users from the list
- Click **Create** once completed

Validation Summary

Generate Validation Codes

Manage Validations

Reports

User Administration

Account Settings

Validation Management

Select Validation

Nothing selected

New Validation+

View

Delete

Validation Summary

Generate Validation Codes

Manage Validations

Reports

User Administration

Account Settings

New Validation

Validation Name

Discount Amount

\$

Amount in dollar

Multi Use Validation

☐

What's this?

Stackable

☐

What's this?

Never expires

☒

Expires in

0

Days

0

Hours

0

Minutes

What's this?

Advanced Settings +

Create

Back

# Reviewing/Deleting Existing Validation Types

## To View:

- Select the validation from the **Select Validation** Drop Down list
- Click **View**
- Validation details will display
- Click **Back** once completed

## To Delete:

- Select the validation from the **Select Validation** Drop Down list
- Click **Delete**
- A pop up window will appear to confirm that you want to delete this validation type
- Click the **Yes, Delete** icon

Validation Summary

Generate Validation Codes

Manage Validations

Reports

User Administration

Account Settings

Validation Management

Select Validation

Nothing selected

New Validation+

View

Delete

Are you sure?

Delete Full Parking ?

Close

Yes, Delete!

# Setting Up Auto Recharge for Validations

- Select **Validation Summary** from the left hand menu
- Click **Edit** next to Auto Recharge
- Select **ON** from the **Auto Recharge** drop down
- Select the account balance amount from the **If the balance falls below** drop down which will initiate the reload
- Select the amount to auto recharge from the **Recharge balance to** field
- Click **Save** once completed

Validation Summary

Generate Validation Codes

Manage Validations

Reports

User Administration

Account Settings

Validation Site Summary

Card Details

NA

Edit

Auto recharge

ON

Edit

Claimed Transactions

View

Recent Payments

View

Balance left in your account

Recharge

Validation Summary

Generate Validation Codes

Manage Validations

Reports

User Administration

Account Settings

Validation Site Summary

Card Details

\*\*\*\*\*1347

Edit

Auto Recharge Settings

Auto Recharge

ON

If the balance falls below (\$)

20

Recharge balance to (\$)

50

What's this?

Save

Close

# Recharge Validation Account Manually

- Select **Validation Summary** from the left hand menu
- The **Balance Left in your Account** field will display the current remaining validation balance
- Select **Recharge** next to **Balance Left in your Account** field
- Enter the amount requested to recharge the validation account in the **Deposit Amount** field
- Select the **Recharge** Icon

Validation Summary

Generate Validation Codes

Manage Validations

Reports

User Administration

Account Settings

Validation Site Summary

Card Details	NA	<a href="#">Edit</a>
Auto recharge	ON	<a href="#">Edit</a>
Claimed Transactions		<a href="#">View</a>
Recent Payments		<a href="#">View</a>
Balance left in your account		<a href="#">Recharge</a>

Recharge Account

Deposit Amount

\$

Recharge

Close

# Confirm Recent Validation Account Payments

- Select **Validation Summary** from the left hand menu
- Select **View** next to the **Recent Payments** field
- A Transaction List Will Display

Validation Summary

Generate Validation Codes

Manage Validations

Reports

User Administration

Account Settings

Validation Site Summary

Card Details

NA

Edit

Auto recharge

ON

Edit

Claimed Transactions

View

Recent Payments

View

Balance left in your account

Recharge

Recent Payments

Transaction Amount (\$)	Date
50.00	Jun 21 2018 09:47:03
50.00	Jun 21 2018 09:43:24

Close

# Generating Validation Codes

- Select the validation type from the Select Validation drop down field
- Enter the number of validations to be generated from the Number of Validations Field
- Click the Generate Validation Code icon
- A list of validation codes will display

Validation Summary

Generate Validation Codes

Manage Validations

Reports

User Administration

Account Settings

Code Generator

Select Validation

Full Parking

Number of Validations

to generate

Generate Validation Code



# Confirm Recent Validation Transactions

- Select **Validation Summary** from the left hand menu
- Select **View** next to the Claimed Transactions field
- A Transaction List Will Display

Validation Summary

Generate Validation Codes

Manage Validations

Reports

User Administration

Account Settings

Validation Site Summary

Card Details	NA	<a href="#">Edit</a>
Auto recharge	ON	<a href="#">Edit</a>
Claimed Transactions		<a href="#">View</a>
Recent Payments		<a href="#">View</a>
Balance left in your account		<a href="#">Recharge</a>

Transactions Claimed

No transactions!

Close

# Reporting

- Select **Reports** from the left hand menu
- Select the **Date Range**, **User List**, **Zones** and **Filter By** criteria from the drop down lists
- Select **Generate Report**
- Validation Code List will be displayed and can be downloaded to a CSV file to email or printed out as needed

Validation Summary

Generate Validation Codes

Manage Validations

Reports

User Administration

Account Settings

Reports

Validations

Date Range

Current Day

User

All Users

Zone

All Zones

Filter by

All

Generate Report

Reports

Back

S.No	Validation Name	Validation Code	Created On	Expires On	Value (\$)	Issued By	Used On	Discount (\$)	Cost to Business (\$)
1-10 of 10									

Download CSV

Back

# Adding New Account Users

- Select **User Administration** from left hand menu
- Select the **Manager Users** Tab
- Select **New User** to add a new user
- Enter **Name**, **Email Address**, **Password**, **Verify Password** in New User fields
- Select the User Role from the **Role** drop down to determine user permissions
- Click **Create** when completed

Validation Summary

Generate Validation Codes

Manage Validations

Reports

User Administration

Account Settings

User Administration

Manage Users

Manage Roles

Select User

Nothing selected

New User+

Edit

Delete

New User

Name

Email Address

Password

Verify Password

Role

Admin

What's this

Advanced Settings +

Create

Back

# Editing Account User Permissions

- Select **User Administration** from left hand menu
- Select the **Manager Users** Tab
- Select the user from the **Select User** drop down list
- Click the **Edit** button
- Edit user details or change user password
- Click **Update** when completed

Validation Summary

Generate Validation Codes

Manage Validations

Reports

User Administration

Account Settings

User Administration

Manage Users

Manage Roles

Select User

Nothing selected

New User+

Edit

Delete

Edit User

Name

Test

Email Address

New Password

Leave blank for no change

Verify Password

Role

Admin

What's this

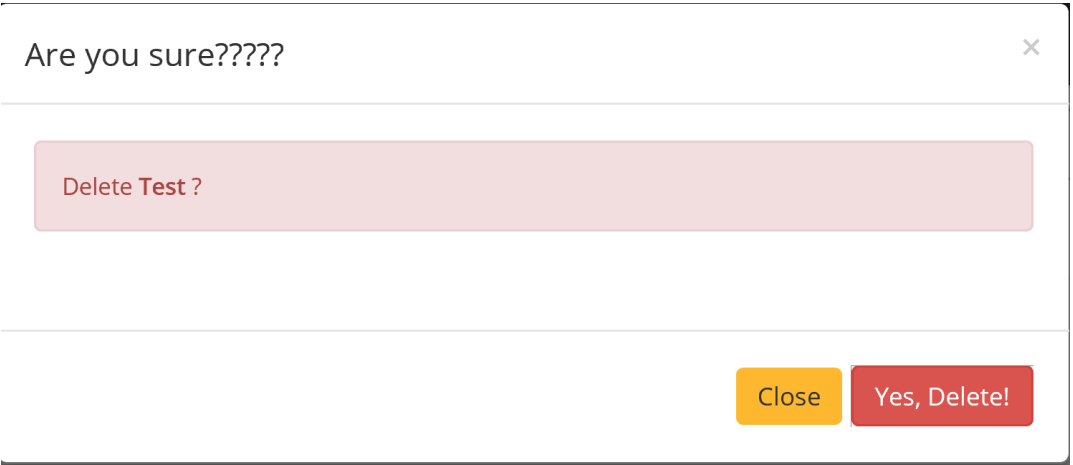
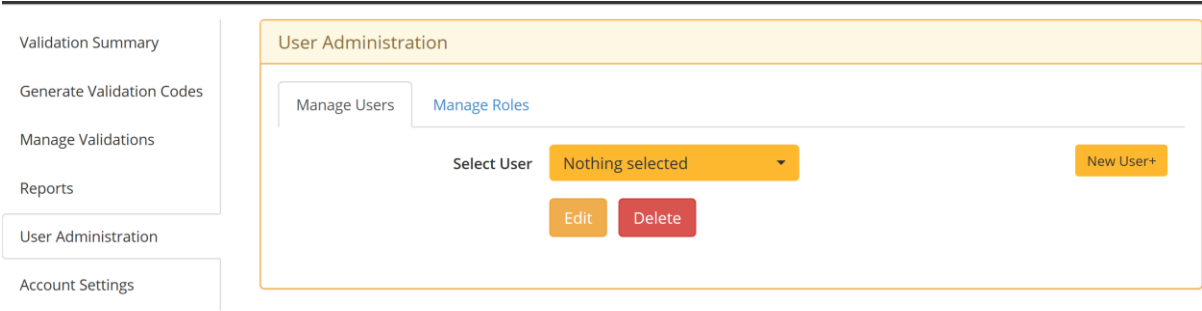
Advanced Settings +

Update

Back

# Delete Account Users

- Select **User Administration** from left hand menu
- Select the **Manager Users** Tab
- Select the user from the **Select User** drop down list
- Click the **Delete** button
- A warning message will appear to confirm you want to delete that user
- Click **Yes, Delete!** to delete



# Create User Role Permissions

- Select **User Administration** from left hand menu
- Select the **Manager Roles** Tab
- Select **New Role** to add a new user permissions role
- Enter permissions role name in **Role Name** field
- Select permission privileges tied to this user role from **Select Privileges** list
- Click **Save** when completed
- Changes Saved Message will appear

The screenshot shows the 'User Administration' section of a web application. On the left is a sidebar menu with options: Validation Summary, Generate Validation Codes, Manage Validations, Reports, User Administration (highlighted), and Account Settings. The main content area has a yellow header 'User Administration' and two tabs: 'Manage Users' and 'Manage Roles' (selected). Below the tabs, there is a 'Select Role' dropdown menu currently set to 'Admin' and a 'New Role+' button. A red error message box is displayed below the dropdown, stating 'Cannot edit admin privilege!'.

This screenshot shows the 'User Administration' section with the 'Manage Roles' tab selected. It features a 'Role name' text input field. Below it is the 'Select Privileges' section, which includes a scrollable list of permissions: Claimed Validations, Change Site/Facebook name, Change Address, Edit Card Information, Update Auto-recharge Settings, Create user, Update user, Create a Validation, View Recent Payments, Recharge Account, Delete Validation, Delete User, Generate Multiple Validation Codes, and View Reports. At the bottom of this list are links for 'Select All' and 'Invert Selection'. At the very bottom of the interface are 'Save' and 'Cancel' buttons.

# Update Business Name

- Select **Account Settings** from left hand menu
- Select **Edit** next to the **Business Info** field to edit the business name
- Update the **Address Settings** fields as needed
- Click **Update** when completed

Validation Summary

Generate Validation Codes

Manage Validations

Reports

User Administration

Account Settings

Account Settings

Administrative Settings

Business Info

Business Test

Edit

Validation Site Address

50 Ottawa Ave NW, Grand Rapids, Michigan, 49525

Edit

Address Settings

Address

City

State

Alabama - AL

Zip

Update

Reset

# Update Business Address for Account

- Select **Account Settings** from left hand menu
- Select **Edit** next to the **Validation Site Address** field to edit the business address
- Update the **Name**, **Description** or **Logo URL** field as needed
- Click **Update** when completed

Validation Summary

Generate Validation Codes

Manage Validations

Reports

User Administration

Account Settings

Account Settings

Administrative Settings

Business Info	Business Test	<a href="#">Edit</a>
Validation Site Address	50 Ottawa Ave NW, Grand Rapids, Michigan, 49525	<a href="#">Edit</a>

Address Settings

Address

City

State

Alabama - AL

Zip

Update

Reset